



# FAMILY HANDBOOK 2022

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*Please note: Families also have the right to review camp policies and procedures regarding staff background checks, health screenings and care, discipline, and grievances upon request.*

## CONTACT US

**Main Phone Number:** 617-283-9812  
**Absence Reporting:** 617-283-9812  
**Fax Number:** N/A  
**Director:** SHELLY MARS  
**Assistant Director:** RODRIGO MENDEZ  
**Registrar:** SHELLY MARS  
**Nurse:** Mrs. Keri Maguire  
keri\_maguire@roxburylatin.org

# IMPORTANT DATES, HOURS AND EVENTS

## PROGRAM DATES & HOURS:

### Tennis Camp weekly dates:

- June 13-August 26
- 9-12
- 9-3
- Early drop at 8 am
- camp ends 3:00pm

*Please view the following important Arrival and Dismissal Procedure Updates.*

# ARRIVAL

## New -Arrival

*We ask all families to please keep their child(ren) home if they are sick and are not feeling well.*

Families are permitted to drop off anytime between **8:30-8:55am** camp starts promptly at **9:00am**. Upon arrival, families will park at Rappaport Parking on campus, there are bathrooms located at the far end of Rappaport parking to wash hands, use bathroom facilities, put sunscreen on camper, assemble campers bag to include: extra sunscreen, lunch, snack, water bottles, tennis racquet, hat and any additional items that the parent deems necessary for their child. Parents should pack all lunches and snacks in cold pack containers. Parents will walk their campers to the tennis courts. At the direction of our camp nurse staff counselors will look for any noticeable symptoms. Please note, ongoing visual inspections will be conducted throughout the day and families will be notified if there are any concerns. Counselors will be eagerly greeting and escorting campers to their designated courts between 8:30-8:55am.

## Arrival Notes for 2022

- ❖ **Parking** - is located at Rappaport Parking lot off Quail Street.
- ❖ **Directions to Rappaport Parking** - Take St. Theresa Ave to the end (go past the main entrance to RL) and make right hand turn onto Quail Street, once on Quail Street, look for signs on left to Rappaport parking/tennis courts on your left, make left turn into Rappaport Parking, go to far end of lot to use bathroom facilities, apply sunscreen, and assemble campers bag for the day. Walk campers to the tennis courts, and you will then be greeted by a staff member to direct you to tennis court assignment and counselor.
- ❖ **Drop-Off** - Rain free days at Rappaport parking lot (#1 parking area shown on website) and rainy days at The Gordon Field House, entrance called Centre Street entrance, using the school house parking area #2 shown on map from website: [www.brooklinetennis.com](http://www.brooklinetennis.com).
- ❖ **Late Arrival** - If your child will be arriving late, please call Shelly Mars in advance at 617-283-9812. A staff member will come out to greet you and bring your camper to their assigned tennis court.

# DISMISSAL

## Dismissal

- Half Day 9-12
  - Full Day 9-3:00
- 
- ❖ **Parking** - is located at Rappaport Parking lot off Quail Street on rain free days. School House parking on rainy days.
  - ❖ **Directions to Rappaport Parking** - Take St. Theresa Ave to the end (go past the main entrance to RL) and make a right hand turn onto Quail Street, once on Quail Street, look for signs on the left to Rappaport parking/tennis courts on your left, make left turn into Rappaport Parking. A staff member will be waiting with campers for 12 and 3pm dismissal times at the Rappoport parking lot next to the path to the tennis courts.
  - ❖ **Early Dismissal** - If your child needs to be picked up early, please call Shelly Mars in advance, 617-283-9812. A staff member will inform your child(s) group, and a group staff member will help them prepare for dismissal and bring him or her to the car. Please wait inside your vehicle until the staff member arrives with your child.
  - ❖ Rain free days at Rappaport parking lot (#1 parking area shown on website) and rainy days at The Gordon Field House, entrance called Centre Street entrance, using the school house parking area #2 shown on map from website: [www.brooklinetennis.com](http://www.brooklinetennis.com).
  - ❖ **If your child is to go home with anyone other than an authorized person, written documentation is required. Release authorization forms can be found under camp forms.**  
[www.brooklinetennis.com/alt-pickup-form](http://www.brooklinetennis.com/alt-pickup-form)

# WHAT TO BRING

Please label all items with your child's full name!

- Campers should dress appropriately for the days weather and for tennis
- Sneakers
- Backpack or bag for keeping...
  - Face mask (optional for indoor play)
  - Light jacket
  - \*Packed Nut Free Lunch and two snacks (M-F) with cold packs.
  - Change of clothes if needed.
  - Small towel
  - Tennis Racquet
  - Sunscreen - 1st application should be applied before coming to camp
  - Hat
  - Water Bottle
- Use care when bringing in any personal items such as cell phones, toys, and/or collectibles such as trading cards.

Although the camp is not responsible for any lost items, we will do our best to return labeled items and to keep track of "forgotten" items in our lost and found area. We will encourage our staff to check the lost and found area frequently.

## SUNSCREEN PROTECTION

We encourage families to help/remind their campers to arrive each morning with an initial application of sunscreen. Campers should also bring their own preferred sunscreen to be reapplied later in the day. Staff will remind and allow campers time to reapply sunscreen as needed. Please note that each group will have sunscreen (50+) available for campers and staff who have run out and/or who have forgotten to bring their own sunscreen.

### **Campers Age 4-6**

Counselors working with these age groups will help campers reapply sunscreen as long as the parent/guardian has indicated permission on the Campers registration Form for our staff to do so. Reapplication of sunscreen will take place after snack break (11:00am) and after lunch (1:00pm).

### **Campers Age 7+**

Campers in Grade 2 and up will be reminded to apply their own sunscreen following snack break (11:00 am) and after lunch (1:00pm).

# LUNCH & SNACK

**Nut Free Campus** - We aim to provide a safe and inclusive environment for all. Although we recognize there are students with a variety of allergies, peanut/nut allergies are most prevalent, and they are particularly severe; ingesting even a small amount can cause a life threatening reaction for some children, and avoiding the allergen is the only way to prevent the allergic (and potentially lethal) reaction. As a result, BTA will adopt the following "Nut Free" policy: We do not allow peanut or tree nut items anywhere on campus, tennis courts and lunch area. This means that all campers and staff will not be permitted to bring in any peanut or tree nut food items. We ask families to check labels on all pre-packaged foods like granola bars, as many of these products contain nuts. Your efforts are truly appreciated, and are essential to our success in safeguarding against a potentially serious and regrettable incident. We know it is easy to forget when you are not directly affected, so we will continue to provide helpful reminders.

**Lunches and Snacks** - All parents are required to pack snacks and lunches for their children in lunch boxes with cold packs.

If a camper arrives without a snack and lunch, Shelly Mars will tell parent at drop off that they need to return with a snack and lunch for their child. If for any reason the parent does not return, BTA will provide lunch and snack for camper. Extra water bottles will always be stored in the shed next to the tennis courts in case camper arrives without a water bottle.

## CAMPER GROUPS, COHORTS, AND SPACING FOR CAMPERS OUTDOORS AND INDOORS

This summer we have made considerable efforts to increase spacing for each camper within the tennis courts. We have three banks of four tennis courts that are located in the woods at RL-lots of space and outdoors. If raining, camp will be held at the Gordon Field House with the size of three full size basketball courts. Each group or cohort will have approx. 16 campers with 1 lead teacher, and 2-3 assistant counselors. Staff members are always hired based on their experience working with children, past references, as well as a successful background check. Staff will provide a nurturing and supportive environment where campers enjoy building new skills (age appropriate), confidence, and making friendships.

Each week campers will be assigned to a group with a head counselor and one or two assistant counselors based on the number of campers in the group. This will be their group/cohort for the week-they will be assigned to the same bank of tennis courts and lunch area for the week. They will learn, play and eat together for the entire week.

# HEALTH & SAFETY

We have a registered nurse on campus and on duty during regular camp hours, and a hired Physician (Healthcare Consultant) on call. If your child has any medical concerns that you would like to share with the nurse, please send an initial email to [maya.greer@childrens.harvard.edu](mailto:maya.greer@childrens.harvard.edu) to schedule a follow up phone call and/or appointment.

## Health Forms

**Mandatory: Forms must be on file before a child can attend camp.**

**Health History** to be submitted by a parent/guardian electronically.

**Physical Exam/Immunizations** from physician. This form must include the most recent physical exam date (on or after 1/1/20) and immunizations.

**For additional information regarding immunization schedule visit -**

<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

## Emergency Contact Information

For the safety of the children, it is very important that the emergency contact information you provided is accurate. In the event that we are not able to reach a parent/guardian, we need to have alternate numbers of relatives, friends and/or neighbors. Please review the information entered into your registration and notify us in writing if there are any changes.

## Health Policies and Communication

In the event a camper is feeling ill, has suffered an injury or needs to seek additional medical evaluation, our camp nurse will notify families via phone. Examples may include; a bump to the head, infectious disease, Cold or COVID-19 symptoms, headache, bathroom accident. Additionally, families will be notified if a camper doesn't have lunch. An alternate (nut free) lunch will be provided if the family is unable to provide one.

## Infectious Diseases

Children who show signs of infectious disease and/or parasites must be kept home until the risk of contagion has passed. This specifically means that the child should be without fever for 24 hours and if antibiotics have been prescribed, on the medication for 24 hours before returning to camp. Any occurrence of parasites must be reported to the camp so that control measures can be taken. Children with parasites may not attend camp.

## Medication Administration

- Submit an **Authorization To Administer Medication Form** via website when registering (under medical forms, waiver and health history for summer camp)
- Bring medication in the **ORIGINAL PRESCRIPTION CONTAINER** and give directly to the camp nurse or camp director, Shelly Mars (please do not give medication to counselors or any staff other than the camp nurse).
- **IMPORTANT:** Campers are not allowed to carry and administer their own medication.

## Toilet Training Policy

Campers must be toilet trained before starting camp; wearing pull-ups is not permitted. During this developmental



stage, we aim to work collaboratively with families, and to provide assistance. Bathroom breaks and routines are established. Campers having multiple accidents in a single week may be asked to delay camp participation; refunds and/or credits will be furnished.

### **Camper Dismissal**

The Brookline Tennis Academy staff reserves the right to withdraw any camper when, in the director's judgment, the camper's or family's behavior interferes with the rights and/or safety of others or themselves, the smooth functioning of the program, or violates any of the camp policies outlined in this handbook.

# COVID-19 PREVENTION & RESPONSE PLANS

## COVID-19 PREVENTION PLAN

To ensure the safety of our community during a pandemic The Summer Camp will follow all CDC, State, and Local Board of Health guidelines. For the 2022 summer camp season the following highlighted modifications will be in place.

- **Outdoors** - All tennis activity will take place outdoors unless raining.
- **Face masks** - Masks are not required, however, we are supportive of campers and staff who choose to wear masks.

## COVID-19 RESPONSE PLAN

### **Identifying and Evaluating an individual (camper and/or staff person) who show signs of COVID-19 symptoms**

- In the event an individual feels ill or shows symptoms of illness they will be brought to the Camp Nurse for further evaluation; a designated isolation room will be made available if needed.
- The Nurse will contact the symptomatic individual's parents or emergency contact to arrange for pick up. The camper may return to camp if they test negative for COVID-19.
- Children who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever-free for 24 hours, they may return to programming after Day 5, provided:
  - If the child is able to mask, they must do so through Day 10.
  - If the child is unable to mask, they must have a negative test on Day 5 or later in order to return to programming prior to day 11.
- Children who are identified as close contacts may continue to attend programming as long as they remain asymptomatic.
- Information, as needed, will be communicated to parents. No personal information will be shared.
- The camp has support staff available to cover for a staff member needing to be out and/or to quarantine.

Please direct any COVID concerns to

**Shelly Mars, Camp Director**

**617-283-9812**

**shelly@brooklinetennis.com**